

Ada

The National College for Digital Skills

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Skills



Job Description: Learning Support Assistant

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Ada, the National College for Digital Skills | www.ada.ac.uk | @AdaCollege | Charity no: 1158399

ROLE INFORMATION

Job Title: Learning Support Assistant - (Job Share Welcome)

Subjects/Department: Sixth Form (Learner Services)

Annual Salary: £26,500-£28,000 (DOE)

Location: Victoria Campus, London

Start Date:: 1st September 2026

Working Pattern: Monday to Friday, 8:45 to 4:45pm

Disclosure: The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check.

Holidays: Largely in line with local authority term dates. (extra week in October half term)

Additional Benefits

- Aviva Pension Scheme
- Wellbeing support with access to free financial coaching and advice, paid mental health days and free counselling services.
- A wide range of discounts including UNIDAYS and Everyone Active Gym membership
- Comprehensive CPD package to support your personal and professional development.

HOW TO APPLY

Please send us your CV and include a cover letter addressing how you meet the person specification. Once complete, please email this to jobs@ada.ac.uk

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WELCOME TO ADA

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At **Ada, the National College for Digital Skills**, our mission is to empower the next generation of diverse digital talent. By combining high-quality education with deep industry partnerships, we are expanding the talent pipeline, diversifying the tech sector, and transforming lives.

As a specialist Further Education college, all our 16–19 students study Computing, while our Higher Level and Degree Apprentices work in high-demand disciplines within innovative, blue-chip companies.

Bridging the Skills Gap

The UK's digital skills gap costs the economy an estimated **£63 billion** annually in lost GDP. Ada addresses this by equipping young people with the specific skills the industry requires. Since being announced by the Prime Minister in 2014 as England's first new FE College since 1993, we have consistently excelled, earning "**Good with Outstanding features**" in our first two Ofsted inspections.

Our Reach and Impact

We operate from state-of-the-art campuses in **Victoria, London**, and **Ancoats, Manchester**, fostering a supportive, values-driven environment for students and staff alike. Our current learner demographics reflect our commitment to inclusion: **33%** Female **62%** Ethnic minority backgrounds **27%** Low-income households **48%** From low-income areas

Our London Sixth Form currently enrolls 216 students, delivering nation-leading results: The qualification achievement rate (QAR) is 84% with those from disadvantaged backgrounds (measured as eligible for FSM) at 88%. The BTEC pass rate achieved is 100%, with 65% of learners attaining the highest grades (Distinction* or Distinction). The programs successfully lead to 91% positive destinations for learners.

Expanding our curriculum

In response to our successful roll out of T Levels from September 2024 we are expecting to expand the offer of the program in **Digital Software Development** with upto 75 learners across both our campuses with London hosting upto 50 learners. this includes a 315-hour industry placement and a comprehensive skills program designed to launch successful careers in tech. We are also looking ahead to launching new **V Levels** in 2027 in response to the DfE launch of distinct programmes of study.

WHERE TECH CAREERS BEGIN



MESSAGE FROM THE HIRING MANAGER

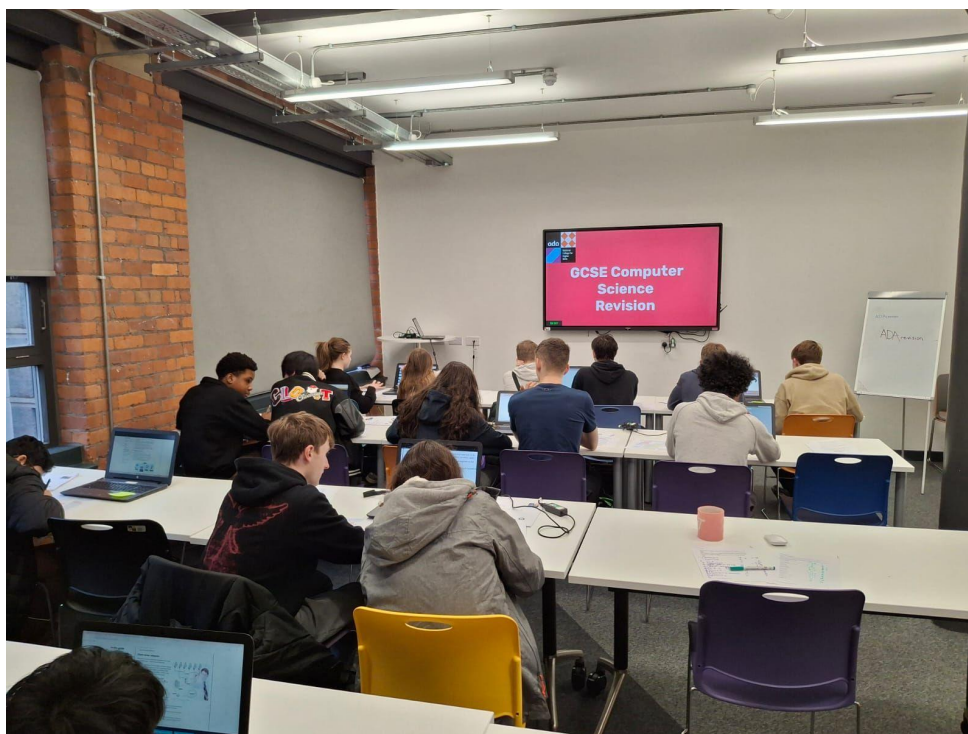
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Ada, the National College for Digital Skills, we are excited to be building on our Sixth form provision in London. Alongside this we are launching a new 16-19 provision in Manchester in September 2026! This expansion marks a significant step in Ada's mission to make the tech sector more representative and address the growing need for skilled digital professionals across both cities. We are seeking a compassionate and patient Learning Support Assistant to join our dedicated team in London. In this role, you will work closely with students who require additional support to reach their full potential. Your primary responsibility will be to create a positive and inclusive learning environment while providing individualised assistance to students with varying needs.

The ideal candidate will be inspired by Ada's mission to empower the next generation of diverse digital talent and will play a key role in building a high achieving 16-19 Provision at Ada..

Janet Davidson- Assistant principal- Head of Learner Services



WHERE TECH CAREERS BEGIN

PURPOSE OF THE ROLE

This personal specification is intended as a guide. We welcome applications from individuals who may not meet all the desirable criteria but can demonstrate their suitability for the role through their skills, experience, and passion for working with students.

KEY ASPECTS OF THE ROLE & MAIN DUTIES AND RESPONSIBILITIES:

- Provide one-on-one or small group support: Work closely with students to address their individual learning needs, providing tailored support and encouragement and to have a caseload of learners as part of supervision.
- Implement Individualised LP (Learner Passports/EHCP): Assist in developing and implementing EHCP/LP, ensuring students receive the appropriate support and accommodations.
- Assist with classroom activities: Collaborate with teachers/team leads to prepare learning materials, support classroom activities, and manage student behaviour as well as external and internal events.
- Foster positive relationships: Build rapport with students, encouraging communication and creating a supportive learning environment.
- Monitor student progress: Track student development, keep a daily record of support and progress, provide feedback to teachers and parents/guardians on their progress and areas for improvement.
- Collaborate with other professionals: Work alongside teachers, ALS Co-ordinator, Safeguarding, Attendance and Pastoral teams, College Counsellor, and other relevant professionals to ensure a coordinated approach to student support.
- Maintain accurate records: Keep detailed records of student progress, interventions, support access arrangements, and any relevant observations.
- Exam Access Arrangements: Support students in exams as required (reader, scribe, etc)
- Safeguarding: to work as part of the SEND safeguarding team and where training will be provided.

PERSON SPECIFICATION

Learning Support Assistant - Personal Specification

Essential:

- **Qualifications:**
 - GCSE English and Maths (or equivalent) at grade C/4 or above
 - Level 2 or 3 qualification in Supporting Teaching and Learning in Schools (or equivalent)
 - Additional qualifications or training related to special educational needs
 - *Degree or HE equivalent qualification in an Ada Subject e.g. Computer Science or Mathematics*
- **Experience:**
 - Experience working with students with specific learning difficulties (e.g., ASC, dyslexia, ADHD) or disabilities
 - Demonstrated experience working with young people, either in a paid or voluntary capacity or in the education sector.
 - Experience working with individuals with diverse needs and learning styles
 - Experience of working in a school or college environment
 - Essential:
- **Skills and Abilities:**
 - Excellent communication and interpersonal skills, with the ability to build rapport with students, teachers, and parents/guardians
 - Strong active listening skills and empathy, with the ability to understand and respond to the needs of individual students
 - Patience, resilience, and a positive, can-do attitude, even in challenging situations
 - Ability to work both independently and collaboratively as part of a team
 - Strong organisational and time-management skills
 - Ability to maintain confidentiality and adhere to safeguarding procedures
 - Commitment to ongoing professional development and a willingness to learn new skills and strategies
 - Ability to work in an inclusive working environment with learners from diverse backgrounds and cultures.

Desirable:

- **Knowledge:**
 - Understanding of the teaching and learning landscape, curriculum and different learning styles
 - Knowledge of SEND and safeguarding procedures
 - Experience in Speech and Language Therapy

Personal Qualities:

- A passion for working young people aged 16-19
- A commitment to inclusive education and ensuring that all students have the opportunity to succeed
- A creative and adaptable approach to problem-solving
- Enthusiasm, energy, and a sense of humour

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SAFEGUARDING

The successful candidate will be required to apply for a Disclosure and Barring Service (DBS) check when appointed to the post. References for shortlisted candidates will be requested prior to the interview day. Further information about the DBS be **can** found at www.gov.uk

EQUAL OPPORTUNITIES

Ada, the National College for Digital Skills recognises that equality of opportunity and the recognition and promotion of diversity are integral to its strengths. The following principles apply in respect of the College's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all employees and prospective employees of the College are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital or civil partner status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, gender, gender reassignment, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

APPLICANTS WITH DISABILITIES

Ada, the National College for Digital Skills is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If there is anything in this regard that you would like to discuss in relation to your application please contact HR@ada.ac.uk.

SPONSORSHIP

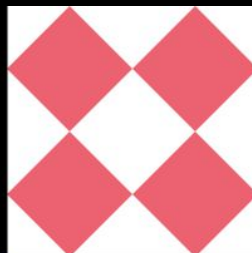
Sadly, we are unable to offer sponsorship for this role, so can only accept applications from candidates who have the legal right to work and remain in the United Kingdom. Thank you for your interest in Ada, the National College for Digital Skills.

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